

Budget Brief – DAS Division of State Archives

NUMBER CFGO-08-08

SUMMARY

The Utah State Archives is the repository for official records of the state and its political subdivisions. The division serves state government and the public by managing records created by the legislative, judicial, and executive branches. Records created by government agencies are divided into record series, or documents of like purpose, that reflect the various functions of the agency.

The division is the official custodian of all non-current public records of permanent value that are not required to remain in the custody of the agency of origin.

The State Archives building is located at 346 S. Rio Grande, Salt Lake City. This location contains the administrative offices, archival records, and research room. The former location on Capitol Hill has been demolished and replaced with a physical plant as part of the Capitol renovation. The State Records Center is located at 2341 S. 2300 W., Salt Lake City. This leased warehouse holds temporary governmental records for all state and local agencies.

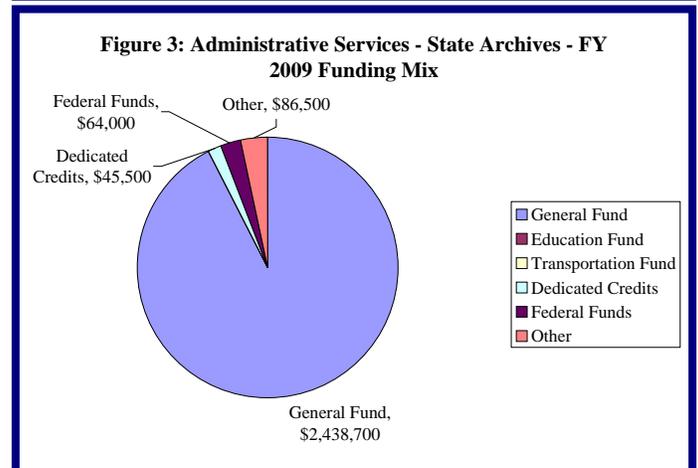
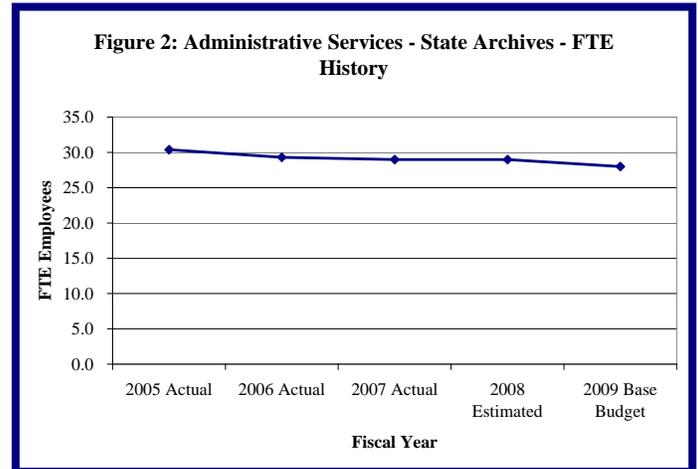
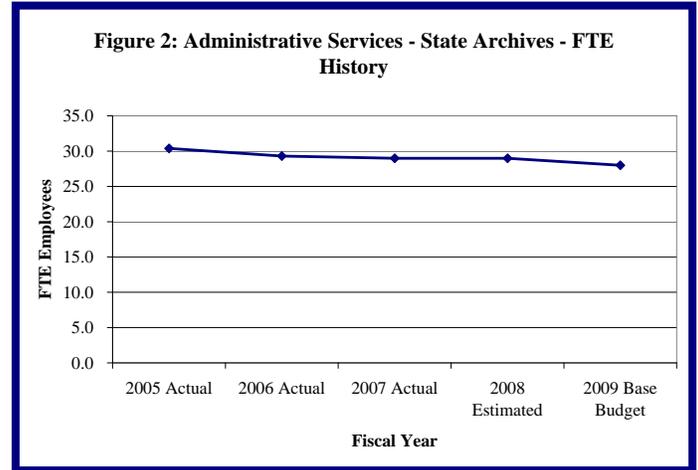
ISSUES AND RECOMMENDATIONS

Utah Public Notice Website

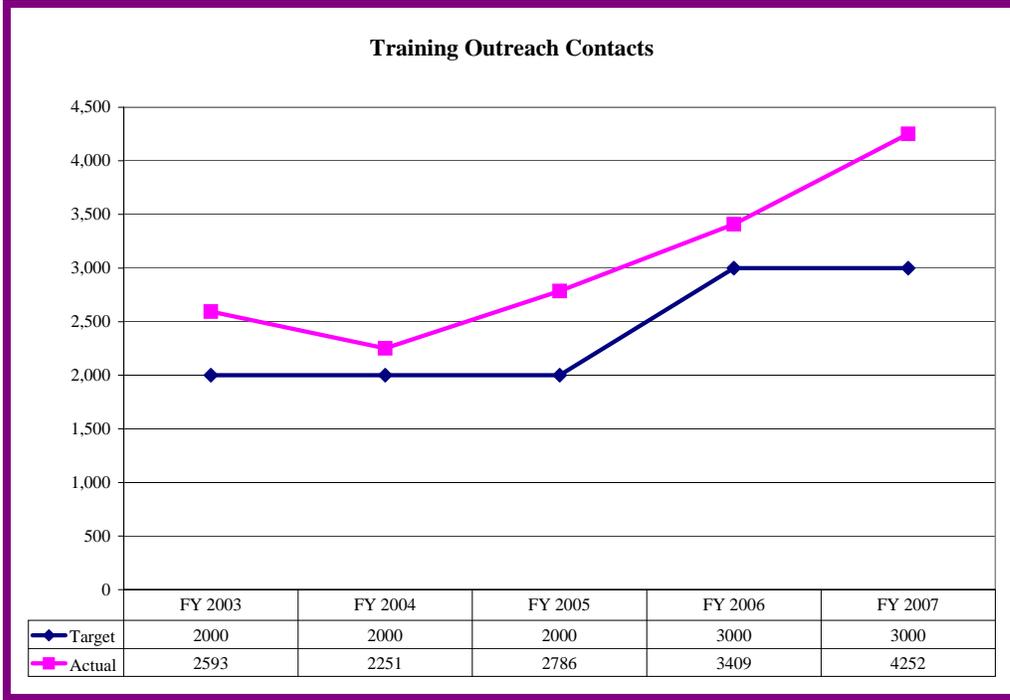
House Bill 222 of the 2007 General Session instituted a new website to assist the public to find posted public meeting notices of all governmental entities in the state. The bill required the Division of Archives to create and administer that site. To help accomplish this directive, the division received one-time funding of \$100,000 in FY 2008 to create the website. The division, however, did not receive any ongoing funding to maintain the website. Should additional revenue become available, the Analyst recommends an ongoing appropriation of \$76,400 to enable the division to adequately administer the website. This amount corresponds to the original fiscal note estimate of the ongoing costs necessary to comply with the provisions of the bill.

ACCOUNTABILITY DETAIL

Records officers and others in state and local governments need assistance and training in their responsibilities and the most efficient ways to accomplish their duties. The division is mandated to promote efficient management of records in all government agencies.

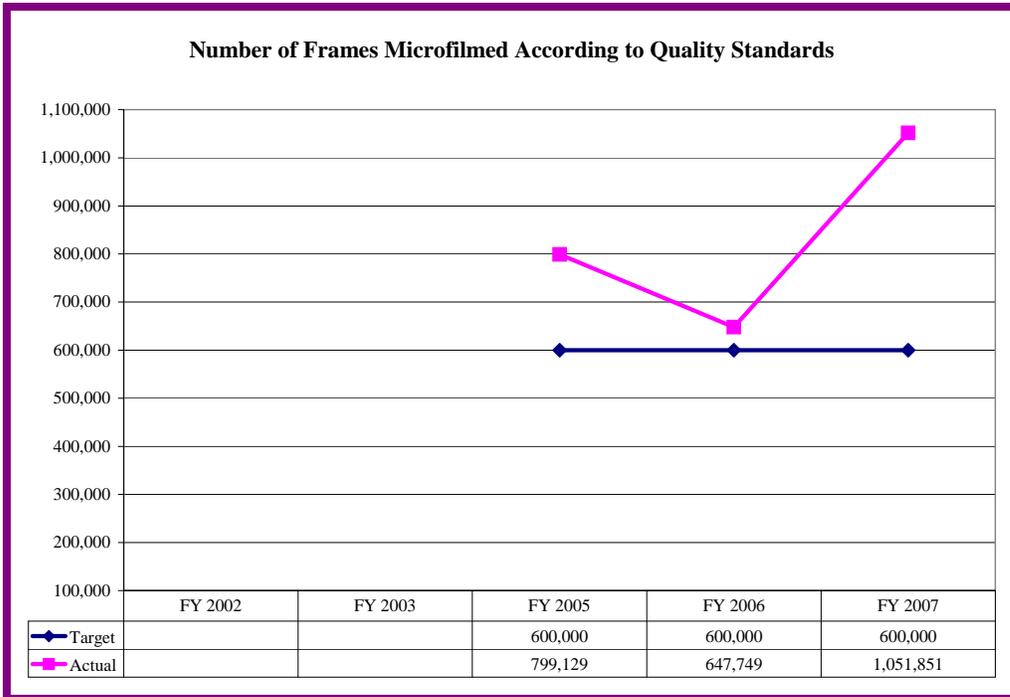


Training Outreach Contracts



Archives needs to continue to increase the number of individuals trained in a timely manner, including new agency records officers, and also because of enacted changes to GRAMA. The training and field services are a direct customer benefit and increase the state’s ability to manage its governmental records.

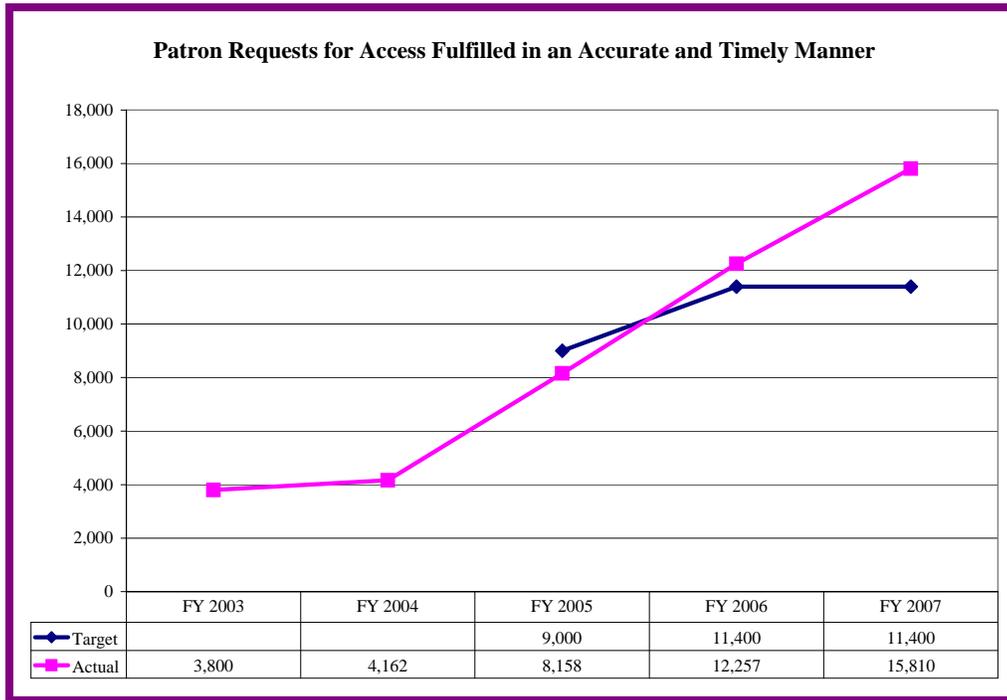
Number of Frames Microfilmed at Quality Standards



The division exceeded its target in FY 2007 by almost double.

Patron Requests for Access Fulfilled

The division is required to (1) acquire and preserve historical records and (2) provide access to them. The division holds these records in the public trust, and helps patrons in their research efforts.



The new (as of January 2005) Utah Research Center has provided for increased services and opportunities to patrons and should continue to do so.

BUDGET DETAIL

Ninety five percent of this budget is appropriated from the General Fund. Dedicated Credits of \$45,500 are projected to be raised from sales of copies of archived records. Federal funds in the amount of \$64,000 are anticipated from the National Historic Publications and Records Commission.

Intent Language

The Analyst recommends the Legislature adopt the following supplemental intent language for Fiscal Year 2008:

Under terms of UCA 63-38-8.1(3), the Legislature intends not to lapse up to \$153,000 provided by Item 38, Chapter 1, or Item 36, Chapter 371, Laws of Utah 2007. Expenditure of these funds is limited to: Digitizing and microfilming significant historical documents generated by former Utah legislators and governors for preservation and access - \$20,000 - and funds for regional repositories - \$133,000.

The Legislature intends that funds for regional repositories only be used for governmental entities.

LEGISLATIVE ACTION

The Analyst recommends the Legislature consider adopting:

1. A total base appropriation of \$2,614,700 for the Division of State Archives.
2. Intent language making the FY 2008 appropriation nonlapsing but limited to uses specified in the language.
3. Intent language stipulating that funds for regional repositories only be used for governmental entities.

4. A prioritization list of items for additional funding that could include an additional \$76,400 ongoing General Fund to maintain the Utah Public Notice Website.

BUDGET DETAIL TABLE

Administrative Services - State Archives						
Sources of Finance	FY 2007 Actual	FY 2008 Appropriated	Changes	FY 2008 Revised	Changes	FY 2009* Base Budget
General Fund	2,242,500	2,438,700	0	2,438,700	0	2,438,700
General Fund, One-time	(3,900)	300,000	0	300,000	(300,000)	0
Federal Funds	0	85,400	0	85,400	(21,400)	64,000
Dedicated Credits Revenue	49,100	45,500	0	45,500	0	45,500
Beginning Nonlapsing	29,900	20,000	(700)	19,300	133,700	153,000
Beginning Nonlapsing - Retirement	0	101,500	0	101,500	(101,500)	0
Closing Nonlapsing	(19,300)	0	(153,000)	(153,000)	86,500	(66,500)
Total	\$2,298,300	\$2,991,100	(\$153,700)	\$2,837,400	(\$202,700)	\$2,634,700
Programs						
Archives Administration	675,100	889,600	13,300	902,900	(178,300)	724,600
Records Analysis	258,800	418,600	(21,600)	397,000	(106,800)	290,200
Preservation Services	362,300	360,300	6,000	366,300	0	366,300
Patron Services	448,500	488,000	13,300	501,300	(7,700)	493,600
Records Services	553,600	834,600	(164,700)	669,900	90,100	760,000
Total	\$2,298,300	\$2,991,100	(\$153,700)	\$2,837,400	(\$202,700)	\$2,634,700
Categories of Expenditure						
Personal Services	1,549,000	1,710,300	40,900	1,751,200	(88,200)	1,663,000
In-State Travel	8,700	9,600	(900)	8,700	0	8,700
Out of State Travel	8,000	5,300	2,600	7,900	0	7,900
Current Expense	599,100	872,900	(261,000)	611,900	16,100	628,000
DP Current Expense	133,500	393,000	9,700	402,700	(204,000)	198,700
Other Charges/ Pass Thru	0	0	55,000	55,000	73,400	128,400
Total	\$2,298,300	\$2,991,100	(\$153,700)	\$2,837,400	(\$202,700)	\$2,634,700
Other Data						
Budgeted FTE	28.0	28.0	1.0	29.0	(1.0)	28.0
Actual FTE	29.0	0.0	0.0	0.0	0.0	0.0

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.